



Planning & Development • 10770 West Oakland Park Blvd. • Sunrise, FL 33351 • 954.746.3270

PRECONSTRUCTION MEETING CHECKLIST

FOR PROJECTS INSIDE OF THE CITY'S BOUNDARIES

The following is a list of items that **MUST** be on file in the Planning & Development Department **PRIOR** to scheduling a Preconstruction Meeting:

	Project Name	Project No.	Date
<input type="checkbox"/>	Developer Permit executed by both parties		
<input type="checkbox"/>	As applicable, letters permitting construction from:		
	BCPHU _____	EXP _____	
	DPEP Waste Water _____	EXP _____	
	DPEP Surface Water Management _____		
	DPEP ERP Permit _____		
<input type="checkbox"/>	Issuance of Development Review Certificate		
<input type="checkbox"/>	Final Irrigation Plans Approved and on file with the Planning & Development Dept.		
<input type="checkbox"/>	Submission and approval of five (5) sets of SEWER Shop Drawings signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.		
<input type="checkbox"/>	Submission and approval of five (5) sets of DRAINAGE Shop Drawings signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.		
<input type="checkbox"/>	Submission and approval of five (5) sets of Lift Station Drawings , signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.		
<input type="checkbox"/>	Submission and approval of five (5) water and sewer Product Lists (letter form) signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. List MUST conform to the City of Sunrise Approved Product List, and must be submitted using supplied format. Submit catalog cuts for substitutions only.		
<input type="checkbox"/>	The Underground Contractor MUST furnish copies of his/her license, Broward County Occupational License, Certificate of Competency, Certificate of Insurance, Liability Insurance, proof of Workers Compensation, and State Registration or Certification as an Engineering Contractor.		
<input type="checkbox"/>	A copy of the executed agreement between the Developer or General Contractor and the Underground Utility Contractor indicating the cost of construction (breaking down water, sewer).		
<input type="checkbox"/>	As applicable, contractor to submit Maintenance of Traffic Plan signed by Site Safety Supervisor.		
<input type="checkbox"/>	For any site activities greater than one acre, the contractor must submit a copy of the Notice of Intent (NOI) along with a copy of the storm water pollution prevention plan.		